

PAYROLL WARRANT DISTRIBUTION

1163

(No. 77 May 2001)

UNDELIVERED WARRANTS

1163.1

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Cross Reference: State Administrative Manual, Section 18424
Accounting Procedures Handbook, Section 3765

When any warrant/check due an employee has become undeliverable because the employee moved and left no forwarding address (or for any other reason outlined in SAM Section 18424), the Departmental Accounting Office (DAO) or the unit finance clerk must make a reasonable effort to locate the payee. This includes attempts at telephone contact, or locating another mailing address from the personnel assistant in the manner shown below.

- Personnel Assistant are to use the employee's most current address when providing the finance clerk/DAO with information so they can mail payroll warrants. Information may be obtained from the "Separation/Disposition of PERS Contributions (STD 687) or from any document in the employee's personnel file which shows this information.
- The Accounting Office is to mail the check using the US Postal Service.
- If the US Postal Service returns the check as undeliverable, the Sacramento payroll distribution unit or the region/unit person receiving the mail is to deliver the warrant and the envelope to DAO or the unit finance clerk. The finance clerk will send a photocopy of the returned envelope along with a memo requesting additional address and/or telephone number information from the Personnel Assistant.
- The Personnel Assistant will pull the separated employee's personnel file to obtain the address/telephone information. If additional address information is identified, the Personnel Assistant will complete another envelope for the finance clerk/DAO to use in mailing the warrant. This envelope and a Warrant Disposition form (PO-35) are returned to the finance clerk/DAO. The employee's telephone number should be noted in the PO-35.
- If the warrant is again returned by the US Postal Service the above is immediately repeated one more time presuming, of course, that another address is located by the Personnel Assistant. If the address or telephone information is exhausted before the second or third attempt, the Personnel Assistant informs the finance clerk or DAO using the Warrant Disposition form (PO-35).

- Three attempts at delivery should span no more than a six-week period of time. Once three attempts have been made, or once it has been determined that no new address information is available, the finance clerk will mail the warrants to DAO who will deposit the warrant in the unclaimed Trust Account of the Special Deposit Fund within 30 days. See Section 3765 of the Accounting Procedures Handbook.

FORMS AND/OR FORMS SAMPLES: RETURN TO CDF LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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